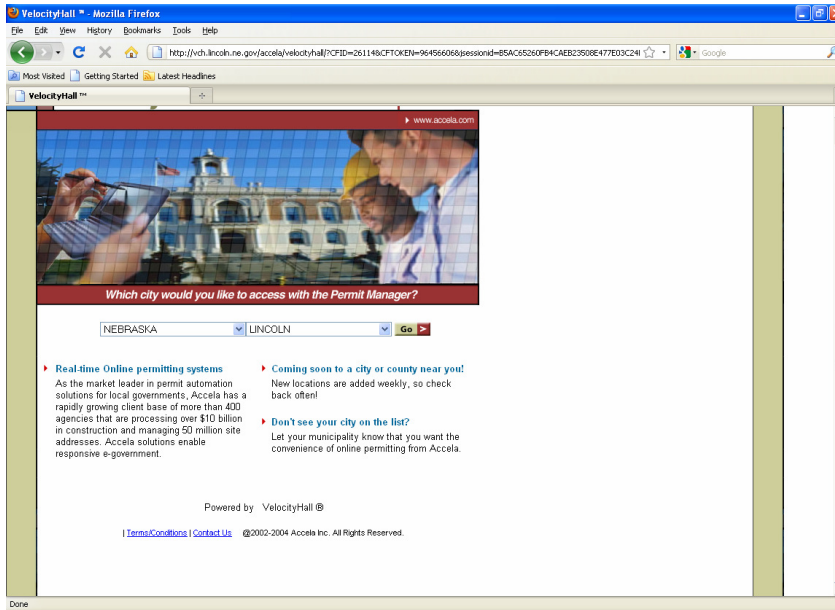
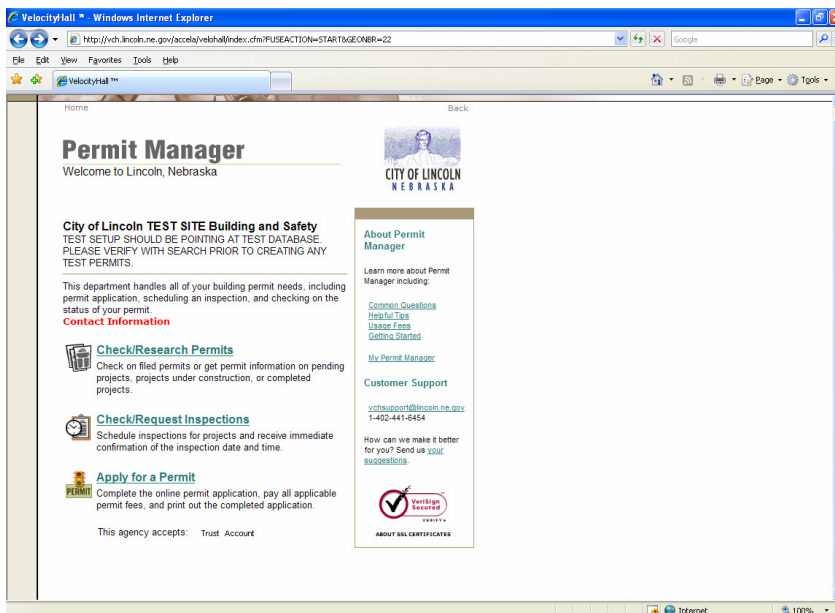


Online HVAC Registration

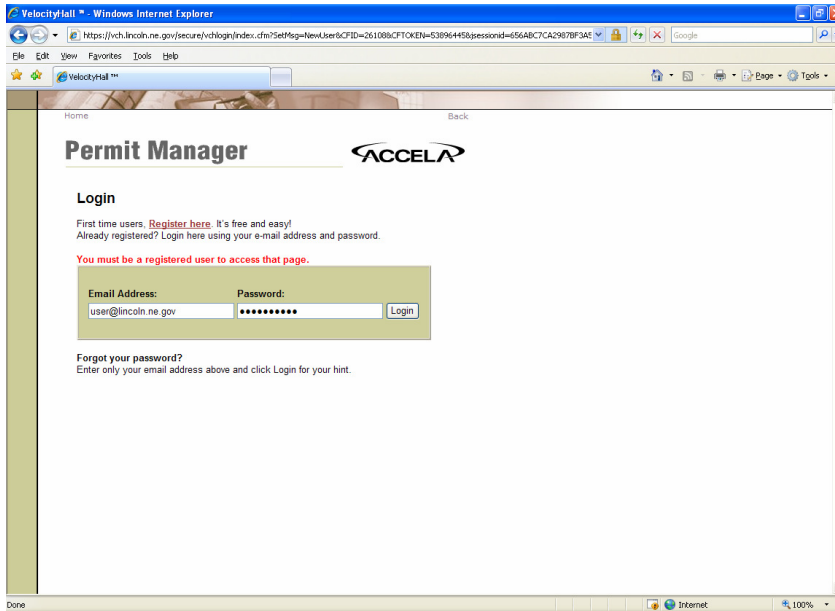
1. Go to <http://vch.lincoln.ne.gov> and click on the **GO** button.



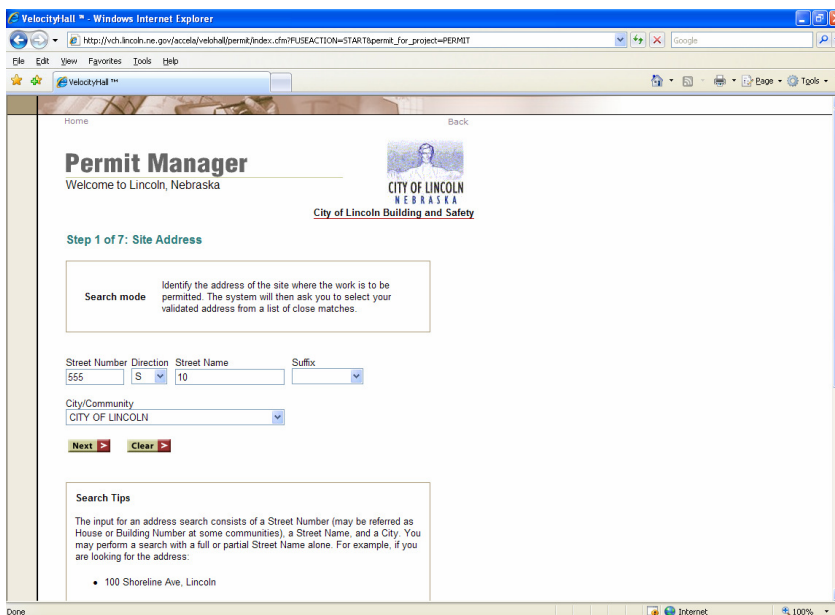
2. Click on the **Apply for a Permit** link.



3. Enter your **Email Address** and **Password** and click the Login button. If this is the first time, you need to register for an account by clicking the **Register here** link.



4. Enter your business address for the registration information. Click the **Next** button.



5. Select the correct address. Click the link to continue the application process.

The screenshot shows a web browser window titled "VelocityHall - Windows Internet Explorer". The address bar displays a URL from the City of Lincoln. The page header includes "Home" and "Back" links. The main content area is titled "Permit Manager" with the subtitle "Welcome to Lincoln, Nebraska". To the right is the "CITY OF LINCOLN NEBRASKA" logo and the text "City of Lincoln Building and Safety". The page indicates "Step 1 of 7: Site Address" and "Address 1 of 1". A message states "Please select an address below to continue...". A single address is listed: "555 S 10TH ST, CITY OF LINCOLN, NE, 68502".

6. Read through the legal terms and click on the **Agree** button.

The screenshot shows the same web browser window, now at "Step 2 of 7: Legal Declaration". The page content includes the "Permit Manager" header and the City of Lincoln logo. A paragraph states: "City of Lincoln Building and Safety requires that you read and agree to the following legal declaration before continuing on." Below this is the heading "Step 2 of 7: Legal Declaration" and the section "ACKNOWLEDGEMENTS". The text includes several numbered points (1, 2.A, B, C, D, E) detailing the terms of the permit, such as online service availability, fees, inspection requirements, expiration, and the scope of the permit. At the bottom of the text are two buttons: "Agree" and "Disagree".

7. Enter a detailed description. Select **Registration** as the permit type and then select the **HVAC** as the Permit Sub.

Note: Only HVAC registrations can be done at this time. All others must submit a paper form.

The screenshot shows the 'Permit Manager' web application for the City of Lincoln, Nebraska. The page is titled 'Step 3 of 7: Permit Type'. It contains a form with the following fields:

- Permit Address:** 555 S 10TH ST, CITY OF LINCOLN, NE 00000
- Description of work to be performed:** New Mechanical Registration
- Permit Type:** A dropdown menu with 'Registration' selected.
- Permit Sub Type:** A dropdown menu with 'HVAC:HVAC' selected.

Below the form, there is a note: 'Note: It may take over a minute after you click the "Next" button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.' A 'Next' button is located at the bottom left of the form.

8. Fill in all required information. Select the appropriate quantity of registration items. The total will be calculated automatically on the next page. Click **Next**.

The screenshot shows the 'Fee Items' section of the 'Permit Manager' web application. It contains a table with the following columns: 'Description' and 'Value'.

Description	Value
* Tradesman Name:	John Q Tradesman
* Tradesman Home Address:	555 S 10th St
* City:	Lincoln
* State:	NE
* Zip:	68522
* License #:	M
* Employed By:	City of Lincoln
Apprentice HVAC Technician (\$15) QTY:	
Journeyman HVAC Technician (\$25) QTY:	
Master HVAC Contractor (\$250) QTY:	1
Inactive Master HVAC Cont (\$50) QTY:	

Below the table, there is a note: 'Note: It may take over a minute after you click the "Next" button for the system to process the information you entered with the agency and to retrieve the next set of data for the permit application.' A 'Next' button is located at the bottom left of the form.

9. The total is displayed below. Continue by clicking the **Process Permit** button to complete payment using a trust account.

VelocityHall - Windows Internet Explorer

http://vch.lincoln.ne.gov/accela/velohal/permit/index.cfm

Permit Address: 555 S 10TH ST
CITY OF LINCOLN, NE 68508
Work Description: New Mechanical Registration

Permit Type: Registration
Permit Sub Type: HVAC-HVAC

Applicant: Jerris Nider
City of Lincoln
555 South 10th, Room 203
Lincoln NE 68508
4024416470
JNIDER@LINCOLN.NE.GOV

License: EC - Electrical Contractor
EC999

Fee Items:

Description	Value	Fees
Tradesman Name:	John Q Tradesman	
Tradesman Home Address:	555 S 10th St	
City:	Lincoln	
State:	NE	
Zip:	68522	
License #:	M	
Employed By:	City of Lincoln	
Master HVAC Contractor (\$250) QTY:	1	\$250.00
SUB-TOTAL:		\$250.00

Trust Account Payment: **Process Permit**

10. If multiple trust accounts exist, select the correct one. Otherwise click the **Submit** button to continue.

VelocityHall - Windows Internet Explorer

https://vch.lincoln.ne.gov/secure/permitmanager/index.cfm?FuseAction=TrustAccount_Form&CFID=262868&CFTOKEN=68570196&processid=16

Permit Manager
Welcome to Lincoln, Nebraska

CITY OF LINCOLN
NEBRASKA

City of Lincoln TEST SITE Building and Safety

Step 6 of 7: Payment

Trust Account Processing

TOTAL: \$250.00

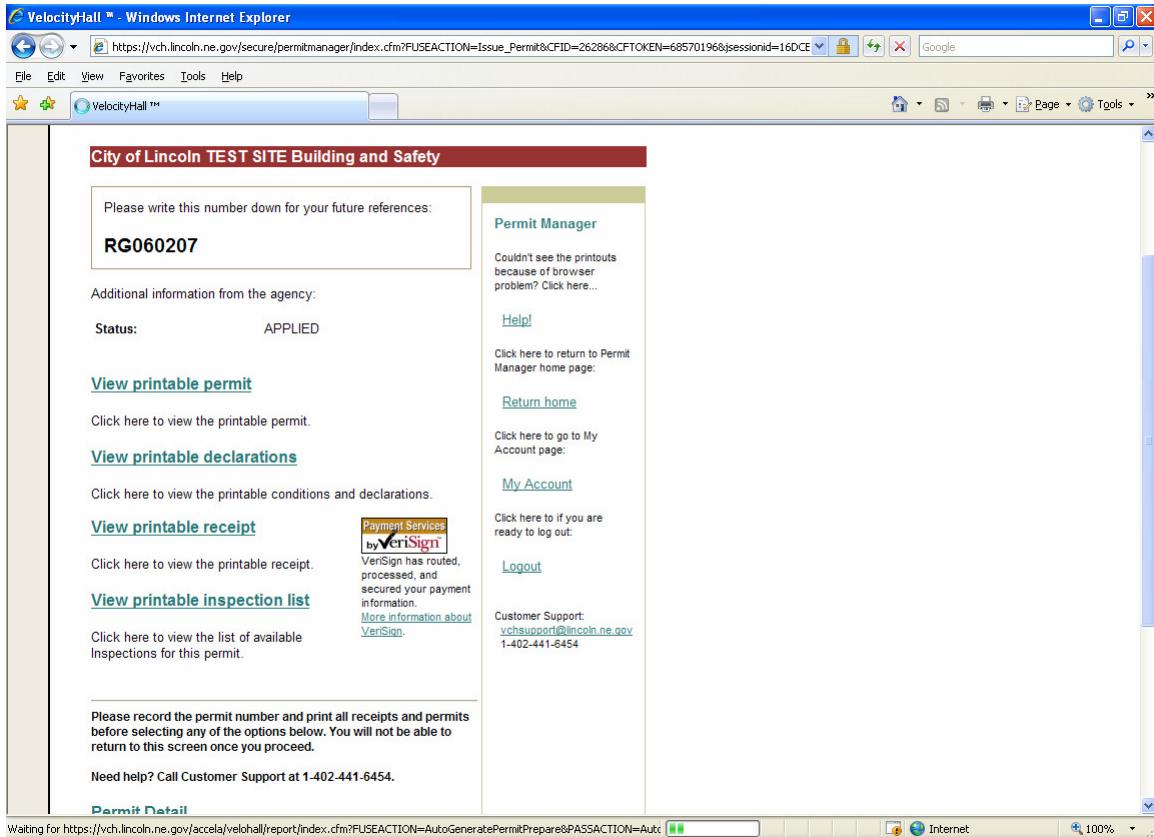
Trust Account: TRU001945

Comment:

Please enter your Trust Account information above and click the "Submit" button below once. Do not double-click. The trust account transaction may take up to several minutes to process. If the transaction is confirmed, you will be directed to the Permit Issuance page.

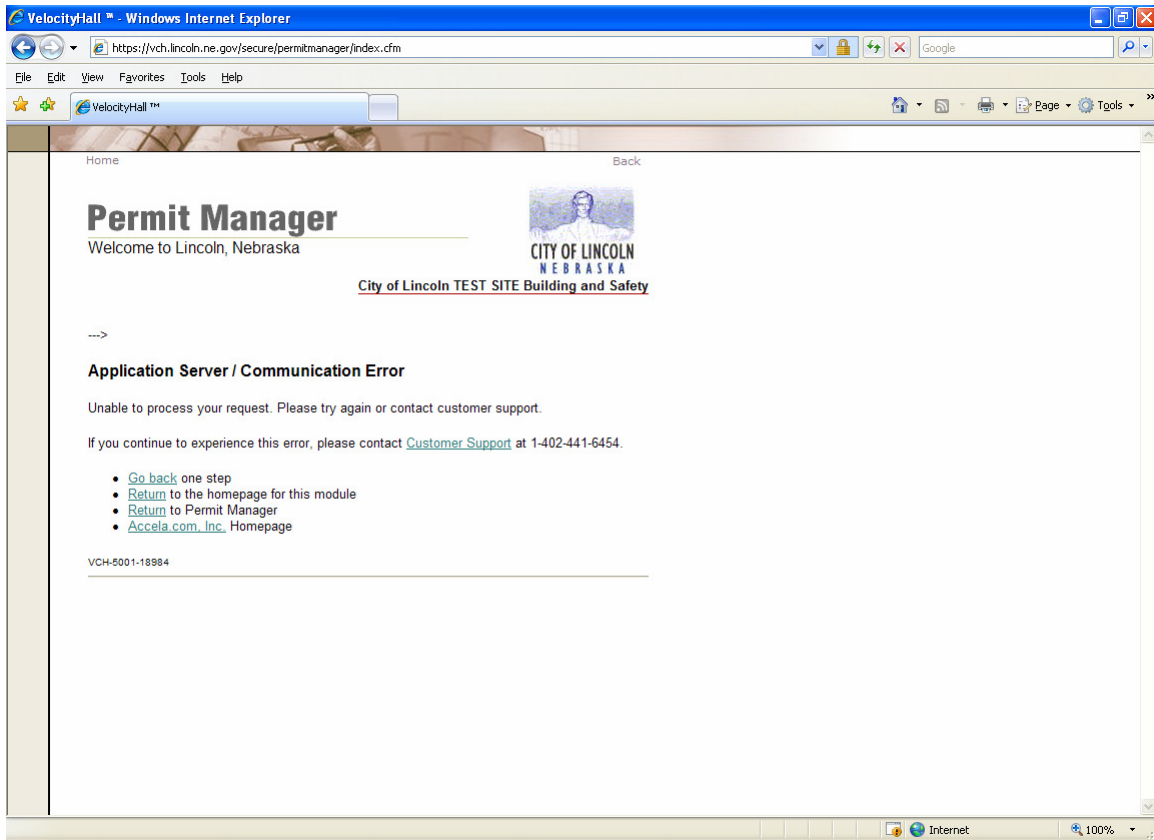
Submit **Clear**

11. After the payment has been processed, you will be given a permit number. This permit will be put in an **Applied** status until verified and approved by a staff member. From this screen, you can print a copy of the permit or receipt.
- Remember, this is NOT a valid license until it has been approved by someone in Building & Safety. Any additional supporting documentation/education credits would need to be verified before a license is issued.***



12. Should you encounter any errors or problems, please contact Rita Cox at 441-6454.

Common Errors



The above referenced error is can appear when the balance of a contractors account is not enough to cover the total cost of the permit. For example if the permit toal is \$75 and the trust account only has a balance of \$50, then this error may appear when attempting to pay the permit. You would need to deposit additional funds in a trust account to resolve this issue. Please contact Building & Safety for more information if you encounter this error.